

REQUEST FOR PROPOSALS
For Planning and Engineering Services
To the City-County Planning Division, Planning and Community Services Department

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City-County Planning Division, on behalf of Yellowstone County, is soliciting proposals from qualified Consultants to provide planning and engineering services for the following:

- A. An evaluation of flood hazard and groundwater conditions in the West Billings area to develop a preferred, integrated solution for control of the 100-year flood, stormwater management, and groundwater recharge.**
- B. To update the current Yellowstone County Pre-Disaster Mitigation Plan to meet all of FEMA’s current standards and requirements.**

1.2 General Submission Information

Yellowstone County intends to award a contract for planning and engineering services. The proposal should address the Consultant’s capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant’s methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal shall be submitted to

Wyeth Friday, Planning Division Manager
City-County Planning Division
4th Floor Parmly Billings Library
510 North Broadway
Billings, MT 59101
(406) 247-8660
fridayw@ci.billings.mt.us

1.4 Preparation Costs

The County shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of

proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this project shall be announced within **forty-five (45) calendar days** following the submission date, although all offers shall be completed and irrevocable for **ninety (90) calendar days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Consultant is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Eight (8) copies of the proposal must be received by the City-County Planning Division prior to 5:00 PM on Friday, December 11, 2009. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

Wyeth Friday, Planning Division Manager
City-County Planning Division
4th Floor Parmly Billings Library
510 North Broadway
Billings, MT 59101

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City-County Planning Division.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of Yellowstone County. One copy shall be retained for the official files of the City-County Planning Division and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City-County Planning Division after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the City-County Planning Division.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN SECTION 2.6 OF THIS DOCUMENT AND IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City-County Planning Division reserves the right to reject any or all proposals if determined to be in the best interest of the County.

SECTION 3A – SCOPE OF WORK

3A.1 Type of Services

PROJECT: Planning and engineering services necessary for an evaluation of flood hazard, stormwater management, and groundwater conditions in the West Billings area to develop a preferred, integrated solution to control of the 100-year flood, stormwater management, and groundwater recharge.

Preliminary Scope of Professional Services

The types of professional services required by this RFP generally include, but are not necessarily limited to:

- Reviewing and analyzing existing flood hazard and groundwater data for the West Billings area.

Consultant will become knowledgeable of existing flood hazard and groundwater conditions in the West Billings area and how these conditions impact existing and future rural and urban development of the area.

- Engaging the public in community dialogue to develop a preferred mitigation plan and design alternative.

Consultant, with the assistance of the City-County Planning Division, will facilitate several meetings with affected landowners to present information, understand concerns and objectives, and develop a mitigation plan and preferred alternative(s) to address flood control, stormwater management, and groundwater recharge.

- Develop preliminary engineering plans for a typical flood control, stormwater management and groundwater recharge facility based on the selected preferred alternative and recommend land use regulatory strategies to support planning goals.

Consultant will produce preliminary engineering plans to advance implementation of the selected preferred mitigation alternative in addition to providing examples of regulatory controls consistent with the mitigation plan.

A more detailed description of the scope of work is provided in Appendix A.

SECTION 3B – SCOPE OF WORK

3B.1 Type of Services

PROJECT: Coordinate, evaluate, and update the current Yellowstone County Pre Disaster Mitigation Plan, 2004.

Preliminary Scope of Professional Services

The types of professional services required by this RFP generally include, but are not necessarily limited to:

- Reviewing the existing 2004 PDM plan for Yellowstone County.
- Reviewing and analyzing existing natural and manmade hazards in all areas of Yellowstone County.

Consultant will become knowledgeable of existing hazards and how these hazards may impact existing and future development, property, and lives in Yellowstone County.

- Engaging the public throughout the County in community dialogues to develop the updated Pre Disaster Mitigation Plan.

Consultant, with the assistance of the City-County Planning Division and the County Disaster and Emergency Services Department will facilitate several meetings with first responders, government officials, community groups, nonprofits, private businesses, and individuals to present information, understand concerns and objectives, and develop an updated Pre Disaster Mitigation Plan for Yellowstone County and its incorporated communities of Billings, Laurel, and Broadview.

A more detailed description of the scope of work is provided in Appendix B.

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed twelve (12) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or

dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½" X 11" sheet of paper.

The submittal shall include a provision under Section 4.4.B – Key Project Staff for notifying the Division within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The County reserves the right to approve all personnel changes. The Division also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the project title: West Billings Flood Control, Stormwater Management, and Groundwater Recharge Feasibility Plan and Pre Disaster Mitigation Plan Update, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 10 Total Pages)

- A. Previous Performance/Experience (0-25 Points)
 - 1. Provide detailed information on previous flood control and/or groundwater recharge feasibility plans and regulatory framework documents. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
 - 2. Provide detailed information on experience with Previous Pre Disaster Mitigation Plans and Plan updates including knowledge of current FEMA Plan requirements. Provide at least three references for which your firm has provided the same or similar services.

Include a point of contact, current telephone number, and a brief description of the services provided.

B. Key Project Staff and Subconsultants (0-15 Points)

Identify project engineer, key project staff, task leaders, and subconsultants, along with their availability, expected to provide services for scopes of work described in Sections 3A and 3B, on behalf of the firm. Resumes should be included for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City of Billings or Yellowstone County projects, should be noted.

C. Available Resources and Consultant Location (0-10 Points)

Provide the following information for each scope of work described in Sections 3A and 3B.

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

D. Project Understanding and Methodology (0-50 Points)

1. Consultant shall demonstrate a thorough knowledge and understanding of the flood and groundwater conditions in the West Billings area and potential mitigation methods to address those conditions. The County's budget for this professional services contract is limited to \$240,000 and the consultants' Project Understanding and Methodology shall describe in detail how the Consultant will accomplish each task as described in Appendix A, "Detailed Scope of Work."
2. Consultant shall demonstrate a thorough knowledge and understanding of natural and manmade hazards, the State of Montana All Hazard Mitigation Plan, and FEMA's requirements for Pre Disaster Mitigation Plans. The County's budget for this professional services contract is limited to \$40,000 and the consultants' Project Understanding and Methodology shall describe in detail how the Consultant will accomplish each task as described in Appendix B, "Detailed Scope of Work."

1. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A. Previous Experience and Past Performance	0-25 Points
B. Key Project Staff and Subconsultants	0-15 Points
C. Available Resources and Consultant Location	0-10 Points
<u>D. Project Understanding and Methodology</u>	<u>0-50 Points</u>
Maximum Score	100 Points

A committee of individuals representing Yellowstone County will perform an evaluation of the proposals. Tentatively, the committee will be made up of City-County Planning Division, Yellowstone County Department of Emergency Services, City of Billings Environmental Affairs Division, Yellowstone County Board of Planning, Montana Department of Natural Resources, Montana Bureau of Mines and Geology, and the Big Sky Economic Development Authority. The committee will rank the proposals as submitted.

Yellowstone County reserves the right to award Contract(s) solely on the written proposal.

The County also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. The project engineer identified in the proposal will be required to attend the interviews. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the County for the purposes of Contract Award.

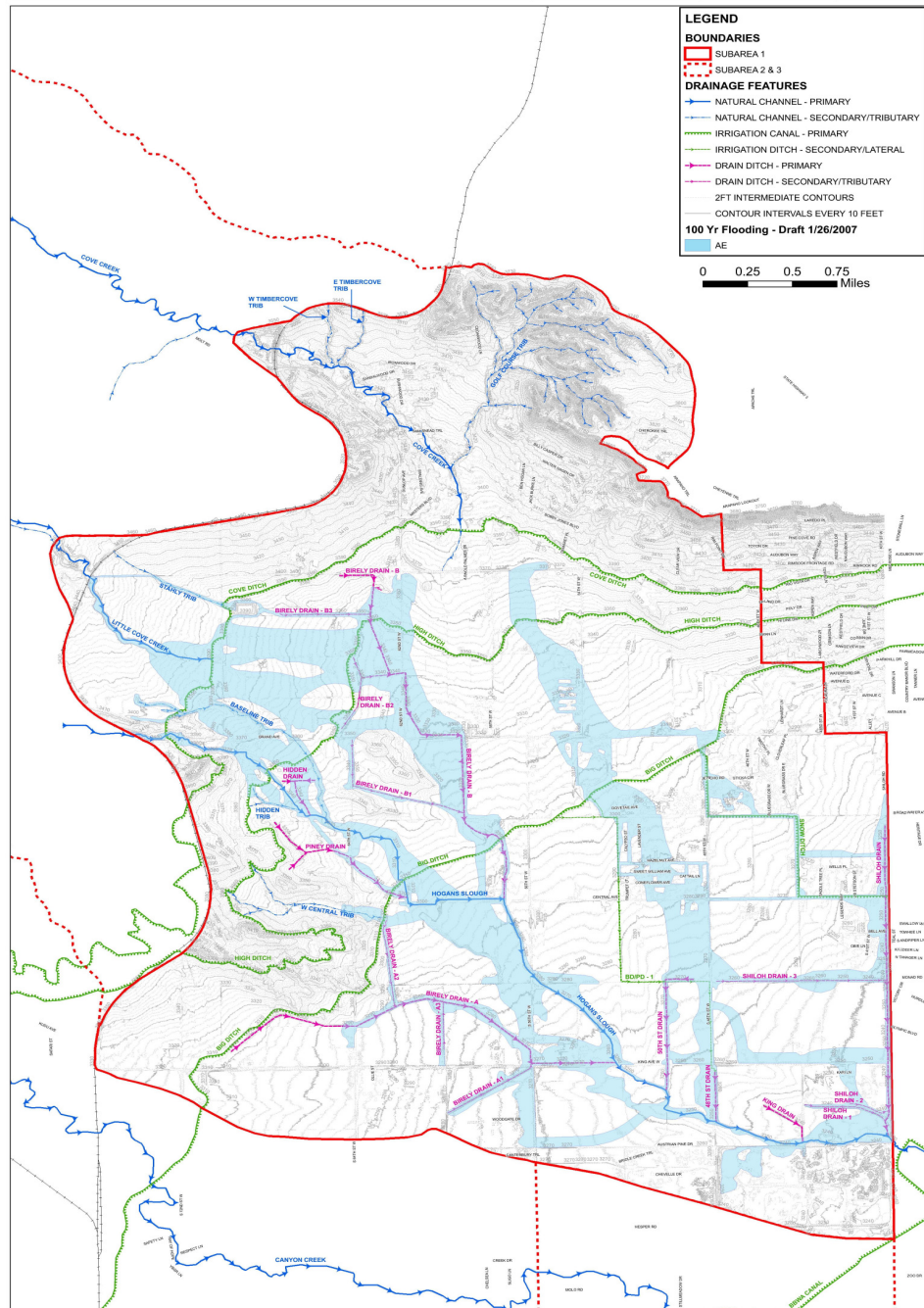
SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with Yellowstone County. If an agreement cannot be reached with the highest-ranked Proposer, the County shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the County reserves the right to terminate negotiations with any Proposer should it be in the County's best interest. Yellowstone County reserves the right to reject any and all proposals submitted.

DETAILED SCOPE OF WORK

The West Billings Flood Control and Groundwater Recharge Feasibility Study process shall generally follow the tasks outlined in this section. The feasibility study shall be limited to the general area shown by the red boundary in the map below.

PROJECT LOCATION



TASKS

1. Scoping

The Consultant shall hold a public meeting to open a dialogue with affected property owners for the following purposes:

- Educate property owners on the history and conditions that require consideration for flood control and groundwater recharge.
- Ascertain public expectations as to the outcome of the feasibility study.

The Consultant, in cooperation with the City-County Planning Division and Steering Committee, shall develop a problem statement and outline of process to complete the feasibility study aligned with public input.

2. Data Collection/Analysis/Alternatives Development

The Consultant shall collect the necessary data to evaluate the existing flood and groundwater conditions. Information shall also be obtained on area history, property status, infrastructure, land use, and other relevant subjects, in order to comprehensively analyze the environmental and social aspects of the study area.

The Consultant shall develop a baseline model of the 100-year flood conditions using data available from the 2006 West Billings Flood Hazard Study. This model shall provide the basis for evaluating 100-year flood control alternatives that will also be developed in this task.

The Consultant shall report the analysis and alternatives to City-County Planning Division and Steering Committee.

3. Public Input – Alternative Selection

The Consultant shall hold a second public hearing to solicit input from affected property owners on the preferred method and design for the 100-year flood control and groundwater mitigation to maintain a viable aquifer. The Consultant shall present the findings and alternatives to the public and engage them in an interactive selection process. This task shall result in the selection of a preferred flood control and groundwater recharge solution.

4. Design

Consultants shall prepare preliminary engineering plans for the preferred flood control and groundwater recharge facilities selected by the property owners, Planning Division and Steering Committee. In addition, the Consultant shall provide suggested language that could be included in the City and County Subdivision Regulations and/or City Stormwater Management Manual necessary to mitigate the impact of flooding and groundwater reduction resulting from new subdivisions.

5. Draft and Final Reports

The Consultant shall provide the City-County Planning Division, Yellowstone County Disaster and Emergency Services, and the Steering Committee with quarterly reports detailing the progress, data analysis, modeling and plan development for FEMA reporting. The Consultant shall also provide the City-County Planning Division and Steering Committee a draft plan detailing the process, data analysis, modeling, and alternatives resulting from this feasibility study for review. The draft plan will include the preliminary engineering plans and the suggested regulatory language. The draft plan will also be distributed for public review. The City-County Planning Division and Steering Committee shall review the draft and return an edited version to the Consultant. The Consultant shall submit the final feasibility study as corrected to the Planning Division and Steering Committee. The Consultant shall present the final document to the governing bodies of the City and County. At the conclusion of the contract the County will be provided with:

- A. Ten printed and bound copies of its final, revised feasibility study;
- B. Ten electronic copies of that Plan on CD in PDF format, and;
- C. A written summary of the process by which the final study was developed for the County, including meeting schedules, agendas, notes, and rosters of attendees.

The final draft must be completed by April, 2011.

For the proposer's convenience, a complete bibliography on the West Billings' flood history is available at the City-County Planning Division offices.

APPENDIX B

DETAILED SCOPE OF WORK

The Pre Disaster Mitigation Plan is developed to fulfill federal, state and local hazard mitigation planning responsibilities; to promote pre and post disaster mitigation measures, short/long range strategies that minimize suffering, loss of life, and damage to property resulting from hazardous or potentially hazardous conditions to which citizens and institutions within Yellowstone County are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment, and well-being the County.

The Yellowstone County Pre Disaster Mitigation Plan update shall generally follow the tasks outlined in this section.

PROJECT LOCATION

All areas of Yellowstone County

TASKS

1. Scoping

The Consultant shall hold public meetings across Yellowstone County to open a dialogue with those involved with disaster and emergency services, government officials, first responders, neighboring communities and counties, collaborating agencies, non profit organizations, private sector, and individuals:

- Evaluate potential natural and manmade disasters in Yellowstone County to include a revised hazard assessment.
- Recommend and prioritize hazard mitigation measures.
- Determine necessary updates to the existing Pre Disaster Mitigation Plan.
- Incorporate all suggestions from FEMA's Plan Crosswalk, make consistent with the Montana All Hazard Mitigation Plan, and incorporate all new FEMA requirements for Pre Disaster Mitigation Plans.
- Incorporate the west Billings flood hazard and flood control measures into the plan.

The Consultant, in cooperation with the City-County Planning Division, Yellowstone County Disaster and Emergency Services, and the Steering Committee, shall develop a schedule for hosting and completing the community input sessions throughout the planning process. The consultant will schedule, advertise and conduct all public meetings necessary to complete the plan revisions.

2. Data Collection and Analysis

The Consultant shall collect the necessary data to evaluate the potential for natural and manmade disasters in Yellowstone County. Information shall also be obtained on area history, property status, infrastructure, land use, and other relevant subjects, in order to comprehensively analyze all aspects of the County. This will include utilizing all current plans

associated with disaster and emergency response efforts including, but not limited to, the 2004 PDM, the Yellowstone County Emergency Operations Plan, the Yellowstone County Community Wildfire Protection Plan, the Flood Hazard Mitigation Plan for the City of Laurel, and the State of Montana All Hazard Mitigation Plan.

The Consultant shall report the analysis to City-County Planning Division, Yellowstone County Disaster and Emergency Services and the Steering Committee.

3. Public Input

The Consultant shall hold a second series of public meetings on the revisions to the Yellowstone County Pre Disaster Mitigation Plan to solicit input from the public, first responders and government officials. The Consultant shall present the findings and revisions to the public and engage them in an interactive draft plan evaluation. The draft plan will be made available to the public for a minimum of 30 days at locations throughout the County and online for comments. The plan must meet all of FEMA's requirements and be approved through FEMA prior to shepherding the plan through the adoption process throughout the County (including the incorporated cities).

4. Updates and Final Reports

The Consultant shall provide the City-County Planning Division, Yellowstone County Disaster and Emergency Services, and the Steering Committee with quarterly reports detailing the progress, data analysis, modeling and plan development for FEMA reporting. All soft match contributions shall be tabulated by the consultant and submitted with the quarterly and final reports. A draft PDM shall be submitted and include the all required sections by FEMA and input from the community. The draft plan will also be distributed for public review. The City-County Planning Division, Yellowstone Disaster and Emergency Services, and Steering Committee shall review the draft and return an edited version to the Consultant. The Consultant shall submit the final Pre Disaster Mitigation Plan as corrected to FEMA, the Planning Division, Disaster and Emergency Services, and Steering Committee. The Consultant shall present the final document, once approved by FEMA to the governing bodies of the City and County. At the conclusion of the contract the County will be provided with:

- D. Ten printed and bound copies of its final, revised Pre-Disaster Mitigation plan;
- E. Ten electronic copies of that Plan on CD in PDF format, and;
- F. A written summary of the process by which the final plan was developed for the County, including meeting schedules, agendas, notes, rosters of attendees, and soft match contributions made by that County to meet the requirements of the FEMA Pre-Disaster Mitigation Planning Grant Award.

The final draft must be completed by April, 2011.